



**PHILIPPINE GENERAL HOSPITAL**  
*The National University Hospital*  
HUMAN RESOURCE DEVELOPMENT DIVISION  
University of the Philippines Manila  
Taft Avenue, Manila

*(PHIC-Accredited Health Care Provider)*  
*ISO 9001-2008 Certified*

February 18, 2019

**JOB VACANCY**

**POSITION: \*ADMINISTRATIVE ASSISTANT III (COMMUNICATIONS EQUIPMENT OPERATOR III)**

**SALARY GRADE: 9**

**PLACE OF ASSIGNMENT: PUBLIC ASSISTANCE AND AUXILIARY SERVICES (2)**


**CSC QUALIFICATION REQUIREMENTS:**

- **Education:** Completion of two years studies in College or High School Graduate with relevant vocational/trade course
- **Experience:** One (1) year of relevant experience
- **Training:** Four (4) hours of relevant training
- **Eligibility:** Communications Equipment Operator (MC 10, s. 2013 – Cat. II)


**COMPETENCIES/ SKILLS REQUIRED:**

1. Ability to maintain & operate the Medical Gas & Vacuum System effectively and efficiently.
2. Ability to conduct appropriate, regular and timely inspection & preventive maintenance on the equipment of the Centralized Medical Gases & Vacuum Supply Plant.
3. Ability to accurately receive; claim with adequate & appropriate handling of Liquid Oxygen or Medical Gas Cylinder.
4. Ability to monitor, record and provide accurate and complete data on the endorsement log sheet and accomplished Job Order Requests.

Interested applicants are requested to come to the Recruitment and Placement Section, Human Resource Development Division with complete credentials not later than **February 28, 2019.**

  
Mary Ann Oda DC. Ebesate  
Acting Head, Recruitment and Placement Section

Noted:

  
MARJORIE L. TORRES  
Chief, HRDD

\*UPSB-ADAS3-1445-2004

\*UPSB-ADAS3-1446-2004